

DIRECTOR OF NUTRITION SERVICES

JOB TITLE: Director of Nutrition Services

GRADE: 22

JOB CODE: 2501

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the Director of the Local Health Department is responsible for directing and overseeing the nutrition program and services to meet the needs of patients served by the health department spending at least 90% of the time in planning and directing staff, performing administrative activities, monitoring and evaluating nutrition services, and serving as the chief specialist on nutrition for the local health department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Serves as the chief specialist on nutrition for the local health department.

Determines nature and extent of nutrition needs; establishes long range and short term program goals, priorities, and standards; and evaluates nutrition programs.

Coordinates and integrates the nutrition services with other operating programs of the local health department.

Responsible for quality assurance of nutrition programs in accordance with established policies and procedures.

Interprets community health nutrition programs and research results.

Initiates and directs the development of nutrition educational materials.

Supervises staff engaged in providing consultation service on nutrition.

Supervises or performs recruitment, selection, training, and evaluation of subordinate staff personnel.

Supervises the planning of the community health field experience for students studying nutrition.

Develops and prepares appropriate records and reports on the nutrition component of the agency.

Performs related work as required.

SUPERVISION RECEIVED: Policy direction only; incumbent sets virtually all objectives.

JOB TITLE: Dir. of Nutrition Services (Con't)

JOB CODE: 2501

SUPERVISION EXERCISED: Incumbent would have direct responsibility for supervising nutrition coordinator or nutrition staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of human nutrition and its relationship to health and disease.

Thorough knowledge of the field of nutrition as it relates to public health practices.

Thorough knowledge of principles of public health practice and administration.

Thorough knowledge of social, cultural, and economic factors of individuals and families as they apply to public health nutrition.

Thorough knowledge of organization, content, and goals of the public health program.

Knowledge of the principles of supervision and consultation.

Knowledge of other public programs related to nutrition.

Ability to administer a comprehensive nutrition program.

Ability to analyze, evaluate, interpret, and promote the nutrition aspects of public health programs.

Ability to plan and to establish policies.

Ability to analyze and evaluate nutrition data.

Ability to establish and maintain effective working relations with the public and agency staff.

Ability to present ideas clearly and concisely, orally and in writing.

Ability to plan and organize work effectively and independently.

Minimum Education, Training, and Experience Requirements: Have a Masters degree in nutrition, public health nutrition, community nutrition, dietetics, home economics or related field including or supplemented by public health courses and be a licensed dietitian (L.D.) as provided by the Kentucky Board of Licensure and Certification (KRS 310.021) or be a Certified Nutritionist (C.N.) as provided by the Kentucky Board of

JOB TITLE: Dir. of Nutrition Services (Continued)

JOB CODE: 2501

Licensure and Certification (KRS 310.031) and have four (4) years of progressively responsible experience in nutrition in a health care facility with two (2) years in a consultation or supervisory capacity.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description

NUTRITION SERVICES COORDINATOR

JOB TITLE: Nutrition Services Coordinator

GRADE: 20

JOB CODE: 2502

DATE: 11/8/95

REVISED: 03/11/03

GENERAL FUNCTION: Under administrative direction of the Director of the health department or other appropriate supervisor provides nutrition counseling and education services for patients/clients being served by the agency and spends at least 50% of time in supervising the work of nutritionists and related staff and performs administrative activities as appropriate.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Coordinates and schedules nutrition staff to provide appropriate nutrition services based on the needs of individual patients, special program clinics, and home visits.

Conducts and/or arranges for nutrition education programs as requested by community agencies with groups and organizations.

Plans for and conducts in-service department educational programs on nutrition related topics; attends workshops and conferences to maintain up-to-date information on nutrition related information, changes in program standards, regulations and policies.

Supervises staff and evaluates their performance.

Plans and supervises public health nutrition field experience for students.

Develops and evaluates program plans for nutrition programs such as WIC, MCH; submits quarterly reports to director and state officials.

Provides individual and group nutrition education to patients of the health department, including but not limited to high risk, WIC clients, CHC, and prenatal. Plans specialized therapeutic diets.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: Incumbent would directly supervise professional nutrition staff and related supportive staff assigned.

JOB TITLE: Nutrition Services Coordinator (Cont'd)

JOB CODE: 2502

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of human nutrition and its relationship to health and disease.

Knowledge of the field of nutrition as it relates to public health practices.

Knowledge of social, cultural, and economic factors of individuals and families as they apply to public health nutrition.

Knowledge of research methods as applied to public health nutrition.

Knowledge of organization, content, and goals of the public health program.

Knowledge of principles of consultation.

Ability to analyze and evaluate nutrition data.

Ability to prepare acceptable materials for use by communication media.

Ability to establish and maintain effective working relations with the public and agency staff.

Ability to present ideas clearly and concisely, orally and written.

Ability to plan and organize work effectively and independently.

Minimum Education, Training, and Experience Requirements: Graduate of an accredited college or university with a Bachelors Degree, be a licensed dietitian (L. D.) as provided by the Kentucky Board of Licensure and Certification (KRS 310.021) or be a certified nutritionist (C.N.) as provided by the Kentucky Board of Licensure and Certification (KRS 310.031) and three (3) years of professional experience in a health care facility with one (1) year in consultation or a supervisory capacity.

A masters degree in community nutrition, public health nutrition or related field may substitute for one (1) year of experience.

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NUTRITIONIST

JOB TITLE: Nutritionist

GRADE: 14

JOB CODE: 2503

DATE: 11/8/95

GENERAL FUNCTION: Under general supervision, performs work of moderate difficulty as an entry level nutrition professional in the provision of education and counseling to individual clients and groups of clients concerning nutritional requirements for normal development and for specific physical conditions; and performs related work as required. The nutritionist would primarily work in the maternal and child health program area, WIC programs, and general nutrition.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Provides nutritional instruction, using a variety of instructional methods, to groups of clients attending public health clinics such as child health appraisal, pre-natal, family planning and hypertension clinics by teaching subjects such as menu planning, food selection, food preparation, and budgeting food stamps or WIC food instruments; demonstrations.

Provides individual counseling to selected clients identified by a nurse or a physician as needing individual nutritional counseling for a specific health condition.

Performs initial nutritional assessment and periodic reassessments of clients to identify nutritional problems relating to conditions such as obesity, anemia, hypertension, failure to thrive, and diabetes , plans a diet appropriate for the client, discusses the diet with the client and explains the relationship of the diet to the client's condition.

May determine eligibility for services according to program standards and requirements.

Assists nutritionists and other health professionals with the preparation of educational materials about nutrition, and participates as assigned in public health nutrition programs for schools and civic groups.

Refers clients to other agencies for additional services related to food and nutrition, such as the food stamp program and extension service programs.

Maintains individual client records, schedule of daily activities, monthly reports of group classes and individual counseling and other activities.

Participates with other nutritionists in the preparation of reports of nutritional services provided.

JOB TITLE: Nutritionist (Continued)

JOB CODE: 2503

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: No supervision responsibility required. However, there would be the requirement to coordinate activities with other appropriate service staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Good knowledge of normal nutritional requirements of newborns, infants, children, adults, and pregnant women; of nutritional requirements of persons with conditions such as hypertension, diabetes, anemia, obesity; of signs and symptoms of improper nutrition.

Working skill in the assessment of the nutritional status of newborns, infants, children, adults, and pregnant women.

Some skill in interviewing and counseling clients concerning nutrition; in conducting group training sessions.

Working ability to provide nutrition education and counseling to individual clients, groups of clients, and groups of citizens.

Working ability to persuade individuals to follow a prescribed diet.

Working ability to recognize the impact of improper nutrition on normal development and physical health.

Ability to learn the standard operating procedures and federal and state standards governing the provision of services through the program unit.

Ability to learn what services related to food and nutrition are available through other public and private community agencies and procedures for referring clients to those agencies.

Minimum Education, Training, and Experience Requirements: Bachelor's degree from an accredited college or university with a major in community nutrition, public health nutrition, foods and nutrition, dietetics or a Bachelors Degree in home economics with eighteen (18) semester hours in foods and nutrition or dietetics.

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CLINICAL NUTRITIONIST

JOB TITLE: Clinical Nutritionist

GRADE: 18

JOB CODE: 2504

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the Director of the health department or other appropriate supervisor provides moderate to complex nutrition case management of medically high risk individuals requiring physician-prescribed dietary and nutrition regimens and intensive counseling and conducts educational programs for the community based on needs assessment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Provides nutrition services to clients with significant nutrition problems, such as planning individual diets for clients with multiple conditions and conflicting dietary restrictions according to program standards and protocols.

Maintains appropriate records of nutrition services rendered and ensures that all nutrition services provided are properly documented.

Assesses training needs, develops training materials and conducts training sessions. Evaluates the effectiveness of in-service training programs and prepares reports of training activities.

Plans and coordinates in-service training programs in nutrition for subordinate staff and other health care personnel.

Provides consultation and assistance on nutritional matters to a variety of community agencies such as local heart and diabetes associations, hospitals, schools, agricultural extension services. Explains nutrition services offered by the health department, coordinates these services with others in the community, identifies gaps and duplications in services, and makes adjustments as necessary.

Writes newspaper articles and public service announcements about proper nutrition and available nutrition programs; lectures to school and community groups, and public and private agencies with an interest in or need for nutrition services.

Maintains current knowledge of changes in regulations and informs appropriate personnel, agencies and organizations of changes. Reviews and implements state and district level policies, standards and guidelines concerning nutrition services. Interprets state and federal regulations pertaining to the nutrition component of various health programs to subordinate staff, other health care personnel, nursing homes, day care centers and other local health care agencies.

JOB TITLE: Clinical Nutritionist (Continued)

JOB CODE: 2504

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: May serve in the capacity of working supervisor or lead person for nutritionist or supportive staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of the normal and special nutritional requirements of the client population of the assigned area or program; of the signs and symptoms of improper nutrition; of the methods of planning diets for clients with multiple physical conditions and conflicting dietary requirements.

Good knowledge of the therapeutic effects of proper nutrition for clients with conditions such as hypertension and diabetes; of the criteria for identifying a client at nutritional risk and factors used to determine eligibility for participation in federally funded programs; of federal, state, and district policies, procedures and regulations pertaining to the provision of community nutrition services.

Some knowledge of the methods of developing in-service training and community education programs; of supervisory techniques effective with professional and para-professional staff; of the methods of program evaluation.

Considerable skill in assessing the nutritional status of individuals of various ages; in planning diets for individuals with various health problems.

Working skill in interviewing and counseling clients with nutrition problems; in making oral presentations to groups; in writing reports of nutrition program activities and informational and training materials, and in maintaining records of nutrition services rendered.

Considerable ability to provide nutrition education and counseling to individual clients, groups of clients and groups of citizens; to maintain current knowledge of federal, state, and district policies, procedures, and regulations applicable to the area of assignment.

Working ability to plan and coordinate nutrition services at the local level; to develop and conduct in-service training programs; to evaluate the performance of individual staff members and counsel them accordingly; to identify gaps and duplications in services and take appropriate action.

JOB TITLE: Clinical Nutritionist (Continued)

JOB CODE: 2504

Minimum Education, Training, and Experience Requirements: Bachelors degree from an accredited college or university and be a licensed dietitian (L.D.) by the Kentucky State Board of Licensure and Certification as provided in KRS 310.021 or be a Certified Nutritionist (C.N.) by the Kentucky State Board of Licensure and Certification as provided in KRS 310.031.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

SENIOR CLINICAL NUTRITIONIST

JOB TITLE: Senior Clinical Nutritionist

GRADE: 19

JOB CODE: 2505

DATE: 9/25/02

GENERAL FUNCTION: Under general supervision and in accordance with established nutrition protocols, performs the work of considerable difficulty, requiring the independent application of experienced judgment and skills in providing Medical Nutrition Services to clients served by the local health department. The incumbent in this position has gained experience with the local health department and has completed the variety of training necessary to see clients with chronic illness whose needs require specialized dietary management. Duties will also include community assessment, policy development and evaluation to provide community activities or programs or other community needs as defined by the agency.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Conducts detailed dietary interviews and assessment of nutritional health including medications, physical activity abilities and dietary contraindications. Determines specific dietary and general physical activity needs based on history and abilities. General laboratory information will be interpreted and counseling will be provided to reflect the specific dietary requirements for the client. Other medical health history information will be obtained to support further counseling and follow-up visits. Referrals will be made to other health professionals, services or agencies as warranted. May obtain general objective laboratory information/results e.g. blood pressure, hematocrit, hemoglobin, blood glucose, cholesterol, height and weight.

Provides mentoring services for health department personnel. May act as preceptor for college students.

Plans, coordinates, arranges and presents educational or orientation programs for the community i.e. school, civic or other public health groups. Collaborates with and participates in local, state and national partnerships and coalitions.

Provides continuing education as needed or as appropriate.

Maintains records and reports according to appropriate standards.

Participates with co-workers and other professional disciplines in community assessment, planning, coordinating, implementing and evaluating community health and nutrition programs and services.

Practice safe clinic and equipment procedures according to OSHA, State and agency policies.

JOB TITLE: Senior Clinical Nutritionist (continued)

JOB CODE: 2505

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: May supervise nutritionist(s), clinical nutritionist(s) or other staff.

JOB SPECIFICATIONS:

Knowledge and Abilities

Considerable knowledge of: Medical Nutrition Therapy theory and standards of practice across the continuum of care; the legal implications of nutrition practice; the relationship of other disciplines to nutrition and their contribution to patient well-being; resources available for referral of patients/clients; standard laboratory tests; signs and symptoms of a variety of common diseases; a wide variety of nutrition related health conditions and treatments; the preparation of nutrition care plans; preparation of budget for program(s); and grant writing ability.

Considerable skill in the application of Medical Nutrition Therapy.

Working skill in interviewing and counseling patients/clients; in communicating observations, information or recommendations regarding nutrition diagnosis or treatment to medical professionals and other staff in written or oral form.

Good working knowledge of community assessment, policy development and evaluation as tools for public health.

Considerable ability to learn the policies, procedures and programs for the area of assignment.

Working ability to comprehend, communicate and apply state and federal laws and health codes which affect patient/client care; to provide leadership to staff by demonstrating proper nutrition techniques and procedures; to work cooperatively with other professional and paraprofessional staff members or members of an interdisciplinary or nutrition team; to delegate responsibilities to subordinate staff commensurate with their skills and experience; to identify a variety of commonly encountered problems in the area of assignment and to determine the appropriate treatment strategy, disposition or referral for such conditions or behaviors.

JOB TITLE: Senior Clinical Nutritionist (continued)

JOB CODE: 2505

Minimum Education, Training and Experience Requirements: Bachelors of Science degree in nutrition, community nutrition or related field and completion of an Approved Program/Internship as recognized by The American Dietetic Association. Have passed the examination for Registered Dietitian as provided by the American Dietetic Association and be a Licensed Dietitian as provided by the State Board of Licensure and Certification for Dietitians and Nutritionists. At least five (5) years of experience in public health or a community health setting.

OR

Masters of Science/Education degree in nutrition, community nutrition or related field with the title of Certified Nutritionist or Licensed Dietitian as provided by the State Board of Licensure and Certification for Dietitians and Nutritionists. At least three (3) years of experience in public health or a community health setting.

OR

Nutritionists who have been granted the level of a D-9 nutritionist within the Local Health Personnel system as a part of being added to the system through grand fathering when the new classification system was changed in 1992.

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